

**ABOVEGROUND PETROLEUM STORAGE ACT (APSA) PROGRAM
SAMPLE GRANT APPLICATION**

1. Entity Information:

Name of Grantee: Lorenzo County
Name of Project Director: John Painey
Address: 1001 I Street
City, Zip: Lorenzo, 95818
Phone: (918) 555-1234
Fax: (918) 555-4321
E-Mail: jpainey@lorenzo.ca.gov
Name of Grant Contact (if applicable): Jennifer Lorraine
Address: Same as above
City, Zip: " " "
Phone: (918) 555-1698
Fax: (918) 555-8558
E-Mail: jlorraine@lorenzo.ca.gov

2. Grant Amount: \$58,500

3. Work plan: (Scope of Work)

The CUPA shall develop a work plan as part of this grant application. The work plan will describe the CUPA's implementation activities and tasks and a timeline (spreadsheet) that delineates critical and completion dates of the activities and tasks.

The work plan shall include a brief narrative summary for each activity and task that clearly describes the activity or task and depicts the steps that will be taken or the methods to be used for completion. The descriptions should include as much detail as necessary to depict the CUPA's overall implementation efforts through the period of the grant. The narrative summaries shall also include a discussion of the expected completion dates of each activity and task. The list of activities and tasks provided below should be used as a reference to ensure that all applicable implementation activities are addressed.

A timeline (simple spreadsheet format) shall be developed to depict the critical milestones and expected completion dates for each activity and task identified in the work plan.

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Lorenzo County AST Implementation Plan

The Lorenzo County CUPA will incorporate the implementation of the Aboveground Petroleum Storage Act (APSA) Program into the existing Unified Program structure established for Lorenzo County. The current activities of verifying preparation of an SPCC and referrals to the Regional Water Quality Control Board will be replaced with full implementation and administration of the APSA, beginning on January 1, 2008. The following work plan, and associated timelines for completion, address all aspects related to Lorenzo County's planned APSA implementation activities from of the January 1, 2008, through December 31, 2009.

A. Work Plan

I. Fee Accountability Program

The Lorenzo County CUPA will incorporate the APSA Program into the existing Unified Program (UP) Fee Accountability system, accounting for the fee schedule, the actual amount billed, and the revenue collected. The fee accountability program is designed to encourage more efficient and cost-effective operation of the program for which the single fee is assessed. For the APSA Program, the fee accountability program will be instituted before incorporating it into the single fee system. The Lorenzo County CUPA's fee accountability program includes the following elements:

- Accounting for: the fee schedule, the actual amount billed, and the revenue collected;
- Discrete billable services, categorized as general;
- Staff work hours required to implement the APSA program;
- Direct program expenses (including durable and disposable equipment);
- Indirect program expenses (including overhead for facilities and administrative functions);
- The number of businesses regulated under the APSA Program in Lorenzo County; and,
- The Quantity and range of services provided, including frequency of inspection.

The incorporation of the APSA Program into the Unified Program Fee Accountability System and Program will be accomplished by June 30, 2008.

II. Unified Program Single Fee System

Prior to January 1, 2010, the Lorenzo County Board of Supervisors will adopt the APSA program fee as part of the UP Single Fee system in Lorenzo County CUPA. The APSA Program fee will be established at a level sufficient to pay the necessary and reasonable costs incurred by the CUPA in administering the APSA Program, including, but not limited to, inspections, enforcement, and administrative costs. As part of the single fee system, the Lorenzo County CUPA will provide for a waiver of the APSA Program fees when a state or local government agency submits a tank facility statement.

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By January 1, 2010, the Lorenzo County CUPA's "UP Single Fee Invoice" will be amended to include a line item for the APSA Program fee. Fees for non-recurring APSA Program activities of the CUPA such as, but not limited to, the fee for an initial permit or special inspection, may be billed separately from the "UP Single Fee Invoice." Beginning in January 2010, each regulated business will be assessed the APSA Program fee as part of the single fee invoice.

The Lorenzo County CUPA UP fee schedules will be available to interested parties on the county Web Site or upon request to the CUPA.

The Lorenzo County CUPA's dispute resolution procedures will be amended to incorporate the APSA Program, which will guide the resolution of fee disputes that arise between the businesses regulated under the APSA Program element.

III. Staffing Plan

Staff resources for the initial implementation phase (January 1, 2008 – December 31, 2009) of the APSA Program will involve the hiring of a retired annuitant or consultant and redirection of existing CUPA staff. As part of the CUPA's staffing plan and adoption of the single fee for the APSA Program, the adequacy of proposed staffing resources will include an analysis of:

1. The number and type of regulated tank facilities within the jurisdiction;
2. An estimate of the annual number of compliance and complaint inspections, considering cost of the following activities:
 - (i) Inspections and the related travel, research, analysis of findings, and documentation;
 - (ii) Inspection and enforcement activities including warnings, notices, meetings, hearings, legal proceedings, and documentation;
 - (iii) Permit activities including application reviews, modifications and revisions, and facility evaluations;
 - (iv) Training including field, meetings, seminars, workshops, courses and literature reviews; and
 - (v) Management including day-to-day operation scheduling and supervision.

By February 29, 2008, the CUPA will secure a contract for either a retired annuitant or consultant to assist with the start up activities associated with implementing the APSA Program in Lorenzo County. Existing CUPA staff will be temporarily redirected to assist with the start up activities. Once a solid funding mechanism is in place (after January 1, 2010), the CUPA will initiate the process of hiring permanent APSA Program staff.

IV. Identification of Regulatory Universe

The Lorenzo County CUPA will use the AST Tank Facility list provided by Cal/EPA as the starting point for the identification of the regulated tank facilities in Lorenzo County.

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The list will be compared with the existing facility data to determine those facilities already regulated under one or more Unified Program elements that handle petroleum materials in amounts that are equal to or in excess of 1,320 gallons. The list will then be segregated based on the following categories:

1. Exempted tank facilities with total tank storage capacity of less than 20,000 gallons
2. Tank facilities w/ storage capacity $\geq 1,320$ and $< 10,000$ gallons
3. Tank facilities w/ storage capacity $\geq 10,000$ and $< 100,000$ gallons
4. Tank facilities w/ storage capacity $\geq 100,001$ and $< 1,000,000$ gallons
5. Tank facilities w/ storage capacity $\geq 1,000,001$ and $< 10,000,000$ gallons
6. Tank facilities w/ storage capacity $\geq 10,000,001$ and $< 100,000,000$ gallons
7. Tank facilities w/ storage capacity $\geq 100,000,001$ gallons

The Lorenzo County CUPA will submit the complete list of regulated tank facilities to Cal/EPA by December 1, 2008.

V. Staff Training Plan

Both the consultant and redirected CUPA staff will be attending the AST Training Program developed by Cal/EPA, which is scheduled to be delivered in July, August, and September of 2008. When permanent APSA Program staff is hired, they will go through the AST Training Program's computer-based training course, including successful completion of the examination for inspectors. The APSA Program standards will be incorporated into the CUPA's ongoing training program and provided to program staff on a regular basis.

VI. Inspection and Compliance Plan

As part of the Lorenzo County CUPA's Unified Inspection and Enforcement Program, the CUPA will ensure all regulated businesses subject to the APSA Program are in compliance with all the program requirements, including SPCC Plan preparation and implementation, annual submission of their facility statement, and spill notifications. Exempted tank facilities will be periodically reviewed to verify that their total tank capacity is less than 20,000 gallons and to ensure they are performing and documenting their daily tank inspections. Tank facilities with storage capacity of $\geq 1,320$ and $< 10,000$ gallons will be periodically reviewed to verify that their total tank capacity is less than 10,000 gallons and to ensure that they have prepared and are implementing an SPCC Plan, are submitting their annual facility statements, and are paying the APSA Program fee. Tank facilities with storage capacity of $\geq 10,000$ gallons will be inspected at least once every three years to ensure that they have prepared and are implementing an SPCC Plan in compliance with U.S. Code of Federal Regulations, Title 40, Part 112. The inspection will also include a visual inspection of a representative sample of the tanks at the tank facility. The inspection and all violations discovered during the inspections will be documented on an inspection report form. Minor violations will be clearly identified and required to be corrected within 30 days. The owner/operator of the tank facility will be required to certify that all minor violations have been corrected. For more

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significant or serious violations, the CUPA will either initiate an administrative enforcement action or refer the case to the Lorenzo County District Attorney for civil enforcement.

VII. UP Administrative Procedures

The Lorenzo County CUPA's administrative policy and procedures will be reviewed and updated, as necessary to incorporate all relevant aspects of the APSA Program. All revisions will be completed by December 31, 2008.

VIII. Regulated Business Outreach Activities

The Lorenzo County CUPA will develop educational and guidance materials for those businesses regulated under the APSA Program. The educational and guidance materials will include fact sheets and guidance documents to assist regulated businesses in complying with all requirements of the APSA Program. These materials will be developed prior to September 2008. In addition to these educational and guidance materials, the Lorenzo County CUPA will hold two Compliance Assistance Workshops in October 2008. The workshops will be held in the evening and afford the regulated businesses the opportunity to learn about the APSA Program requirements and ask questions concerning specific requirements or appropriate methods of compliance.

IX. Other Implementation Activities

The Lorenzo County CUPA is the only Unified Program Agency within the jurisdictional boundaries of the county.

B. Implementation Timeline

Activity	2008				2009				2010
	Jan – Mar	Apr – Jun	Jul – Sept	Oct – Dec	Jan – Mar	Apr – Jun	Jul – Sept	Oct – Dec	Jan – Mar
Fee Accountability		X							
Single Fee								X	X
Staffing	X								
Regulated Businesses				X					
Training			X						
Procedures				X					
Outreach				X					
Inspections									X

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4. Projected Budget:

Direct Program Costs:

*Personnel Services	\$ 10,000
Operating Expenses (prorated for project)	\$ 8,500
Travel Expenses	
Supplies/Materials (less than \$5,000 per item)	
Equipment (\$5,000 or more per item)	\$ 2,500
Professional/Consultant Services	\$ 34,000
Indirect Cost (%) (Rate applied to Personnel Services only)	\$ 3,500
TOTAL	\$ 58, 500

*Salary is based on hourly rate and includes fringe benefits.

5. CERTIFICATION

I certify under penalty of perjury that the information I have entered on this application is true and complete to the best of my knowledge and that I am an employee of the applicant authorized to submit the application on behalf of the applicant. I further understand that any false, incomplete, or incorrect statements may result in the disqualification of this application. By signing this application, I waive any and all rights to privacy and confidentiality of the proposal on behalf of the applicant, to the extent provided in this program.

John Painey

1/31/08

Applicant Signature

Date

John Painey

Printed Name of Applicant